

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-7-074**

<b>CLASSIFICATION TITLE</b> Associate Environmental Planner (Archeology)	<b>OFFICE/BRANCH</b> Program Delivery/Environmental Planning	<b>LOCATION</b> Sacramento	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 311-001-4634-xxx	<b>EFFECTIVE</b> 10-1-16	

**GENERAL STATEMENT:**

Under the general direction of a Supervising Environmental Planner, the Associate Environmental Planner- Archaeology is a participating interdisciplinary team member responsible for conducting and/or overseeing archaeological technical studies and project effects analyses for the California High-Speed Rail Program pursuant to applicable State and Federal Regulations, including Section 106 of the National Historic Preservation Act.

This is the full, specialized journey person level. Under general direction, plans and carries out the details of the more difficult and complex studies in the area of archaeology. Such work may include serving in a lead capacity over other personnel and/or consultants within the scope of particular studies related to cultural resources.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M)	

- |         |  |
|---------|--|
| 35% (E) | <ul style="list-style-type: none"><li>Reviews Archaeological Survey Reports, Finding of Effect reports, and/or related technical studies prepared by in-house staff, consultants, and/or other agencies for content, technical competence, comprehensiveness, and conclusions, in the areas of archaeology, prehistory, and ethnography. Provides oversight direction for consultant work, and on occasion develops contract task orders. Reviews CEQA and NEPA environmental documents for consistency with technical studies. Develops fact sheets and provides advice, technical assistance and training on archaeology, prehistory and historic preservation issues. Work may include serving in a lead capacity over other personnel/consultants within the scope of particular studies related to cultural resources.</li></ul>  |
| 35% (E) | <ul style="list-style-type: none"><li>Conducts more difficult and complex oversight and guidance for consultant-led field surveys and written technical reports on archaeological resources and historic resources that lie within the area of potential effects of the high-speed rail project. Such reports identify and evaluate the potential significance of cultural resources, and require familiarity with, and use of, archaeological and/or engineering technical terminology and working knowledge of and familiarity with archaeological theory and methods.</li><li>Conducts in-depth, independent research in the fields of archaeology, history, prehistory, engineering and technology, history, California history, and other general aspects of American history and culture, in order to ensure that the studies undertaken adequately consider all potential archaeological resources within the proposed project's study area for their potential significance under the established criteria for the National Register of Historic</li></ul> |

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Places and the California Register of Historical Resources. Such research is utilized to support archaeological evaluations, findings, and conclusions reached in technical reports, and the related environmental document. Identifies and utilizes primary and secondary source materials in libraries, archives, Native American Heritage Commission, California Historical Resources Information System, historical societies, local government agencies, and other repositories. Interacts in the field, in research repositories, in the office, by telephone, by email and by letter with interested individuals and groups in the course of the above work. Conducts in-depth independent research for other assignments, as needed, as directed by the Supervising Environmental Planner.

- Conducts and/or oversees effects analyses and prepares written technical reports about possible or anticipated project effects on historic properties. Oversees and/or participates in the development of Memoranda of Agreement (MOAs) to memorialize mitigation commitments for the project sections. Works with consultants and engineering staff to ensure that historic properties adjacent to construction projects are monitored and protected, in accordance with MOA commitments.

20% (E)

- Works with High-Speed Rail Authority project development team as a cultural resources team member, providing technical cultural resource expertise and information in order to help develop location and design alternatives that avoid or minimize adverse effects on historic properties. These interactions require written, e-mail, telephone, and face-to-face communication. Attendance at meetings in regional and/or field offices may be required for each project assigned to incumbent, both formal and informal. Assists in staff-level liaison and discussions in the area of archaeology, prehistory, and history with State, Federal, and local agencies, interested parties, consulting parties and Native American tribal governments. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Railroad Administration. Discussions will be conducted by phone, email, in the High-Speed Rail headquarters or regional offices, and/or in the offices of these agencies.

10% (M)

- Photocopies reports, directives, correspondence and plans for and loaned by other members of the project development team. Accesses, inputs and retrieves information from the Authority's and other state-maintained databases. Records field conditions and field work photographically. Makes photocopies of above reports for circulation to appropriate state and federal agencies. Transmits reports to consulting parties and agencies. Files project reports and correspondence with the Head Quarters library files to maintain a complete and accurate record of project history and decision-making. Training: Incumbent may prepare, lead, and participate in training for other cultural resource specialists or consultants, on occasion.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

Principles and concepts of architectural history techniques and methodologies, as applied in a planning setting, and all of the requirements specified for Associate Environmental Planner

#### **Ability to:**

Adapt and apply formal methods and principles in architectural history to planning problems of an applied practical nature, and all of the requirements specified for Associate Environmental Planner.

### **DESIRABLE QUALIFICATIONS:**

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- Knowledge of the Authority's organization.
- Knowledge of the Authority's policies, project management concepts, design, construction, materials engineering and testing processes, and financial constraints.
- Ability to maintain organizational relationships both internally and outside of the Authority that pertains to planning, design and construction of transportation facilities

#### **SUPERVISION EXERCISED OVER OTHERS:**

This is a non-supervisory position. On individual projects, the incumbent may serve in a lead capacity over consultant staff or student assistants.

#### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public and in accordance with federal, state and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to the Authority's credibility. It could further lead to conditions that endanger the traveling public and increase liability against the Authority.

The Associate Environmental Planner (Archeology) will be responsible for the completion of cultural resource reviews and obligations. This will entail making decisions about tasks including identification, mitigation task development and prioritization. The consequences for error can include contract disputes, incomplete mitigation; impacts on interagency coordination, unanticipated project delay and project cost overruns. Errors in these responsibilities could result in great financial loss, civil and criminal liability, and the destruction of irreplaceable resources.

#### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The Associate Environmental Planner (Archeology) will be responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks, tasking work to others, and identifying any other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns. Additionally, consequences for error can include irreparable adverse effects to historic resources and thus a violation of Section 106 of the National Historic Preservation Act, as well as discredit to the FRA and Authority.

#### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate orally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

#### **WORK ENVIRONMENT:**

Incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to travel outside of his/her workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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